

Social Security Verification Form Form B121

This procedure explains how to docket a B121 Form.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.
(See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

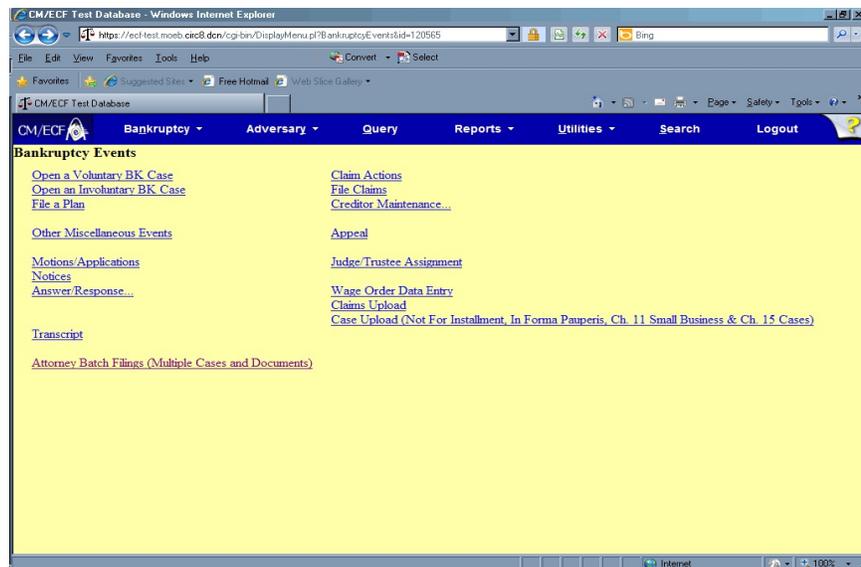


Figure 2

◆ Click the Attorney Batch Filings hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

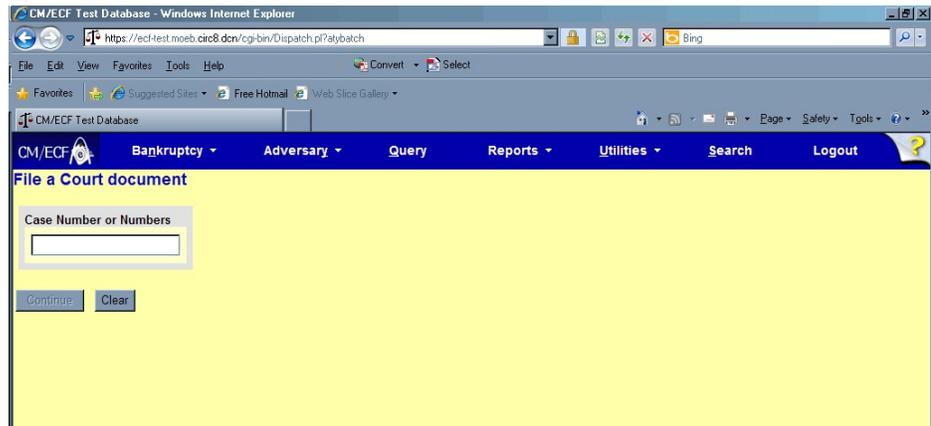


Figure 3

- ◆ Enter the case number(s), including the hyphen.
- ◆ Click **[Continue]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **AVAILABLE EVENT** screen appears. (See Figure 4.)

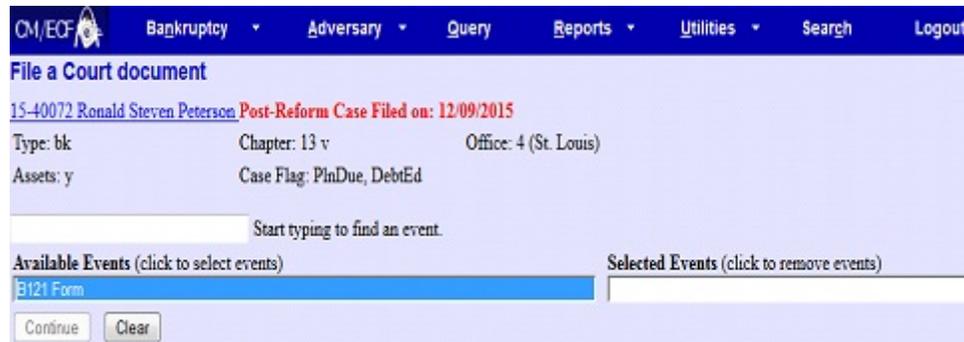


Figure 4

- ◆ Click on B121 Form.
- ◆ Click **[Continue]**.

STEP 5 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 5.)

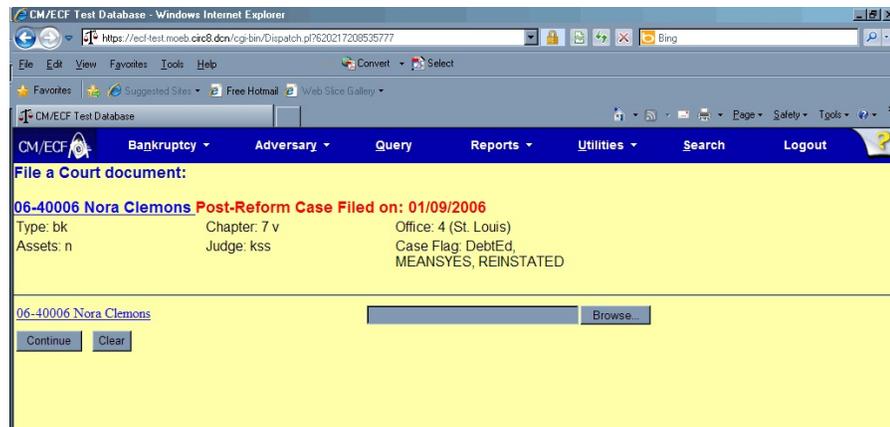


Figure 5

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- ◆ The path and name of the selected PDF file is placed in the **Filename** Box.
- ◆ Click **[Continue]**.

STEP 6 The **MODIFY DOCKET TEXT** screen appears. (See Figure 6.)



Figure 6

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Click [**Continue**].

STEP 7 The **FINAL DOCKET TEXT** screen displays. (See Figure 7.)

The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text reads "File a Court document:". The case information is displayed as "15-40072 Ronald Steven Peterson Post-Reform Case Filed on: 12/09/2015". Below this, case details are shown: "Type: bk", "Chapter: 13 v", "Office: 4 (St. Louis)", "Assets: y", and "Case Flag: PlnDue, DebtEd". A section titled "Docket Text: Final Text" contains the entry "B121 Form submitted by Debtor(s). (Trainatty)". Below the docket text is a red warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom, it asks "Have you redacted?" and provides "Continue" and "Clear" buttons.

Figure 7

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click [**Continue**].
- ◆ If the final docket text is incorrect:
 - Click the browser [**Back**] button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 8 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See Figure 8.)



The screenshot displays the CM/ECF system interface. At the top, there is a navigation bar with the following items: CM/ECF logo, Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "File a Court document:" is visible. The main content area shows the following information:

15-40072 Ronald Steven Peterson Post-Reform Case Filed on: 12/09/2015

Type: bk Chapter: 13 v Office: 4 (St. Louis)
Assets: y Case Flag: PinDue, DebtEd

U.S. Bankruptcy Court
Eastern District of Missouri (Train)

Notice of Electronic Filing

The following transaction was received from Trainatty entered on 12/10/2015 at 8:27 AM CST and filed on 12/10/2015

Case Name: Ronald Steven Peterson
Case Number: [15-40072](#)
Document Number: [2](#)

Docket Text:
B121 Form submitted by Debtor(s). (Trainatty)

The following document(s) are associated with this transaction:

Figure 8

- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.